

# THE GEORGIA STATE BOARD OF COSMETOLOGY

## POLICY MANUAL

### Policy #1 Applications.

#### A. Convictions.

1. Regarding applications in which the applicant has been convicted of a criminal offense, the applications will be approved administratively once all criteria as outlined in the law and Board rules have been met; the Board will review any applicant with an affirmative answer to the conviction or Board sanction question; and administratively issued licenses are considered for a vote to ratify at the next regularly scheduled Board meeting.

*Adopted 05-07-03*

2. Applicants who are on probation for conviction are required to sign a Consent Order that the license be placed on probation to run concurrent with the criminal probation.

*Adopted 05-05-04*

3. All applications with murder convictions of life sentences with the possibility of parole will be considered for licensure at the time of parole hearings.

*Adopted 11-01-06*

#### B. HS/GED Diploma .

Proof of passing the Georgia High School exit exam does not satisfy the proof of high school diploma requirement.

*Adopted 02/05/03*

#### C. Educational Requirements / Post Secondary.

Evidence of a post secondary degree submitted by a master cosmetology, hair designer, esthetician or nail technician applicant is sufficient to meet the requirement of a high school education or its substantial equivalent.

*Adopted 01-17-01, Amended 01/17/07*

#### D. Certifications.

The Board will accept state certification of licensure from applicants when the certification is in a sealed envelope from the state licensing agency.

*Adopted 05-05-04*

### Policy # 2 Reciprocity.

#### A. Proof of licensure.

An active license from the original state of licensure of a reciprocity applicant is not required; however, the applicant must provide certification of an active license in a state/country with which the Board reciprocates, and a certification from each state in which the applicant held a license. (Authority O.C.G.A. § 43-10-9)

*Adopted 03-05-08*

**B. Reciprocity for licensees who do not have the number of hours required in Georgia.**

1. Cosmetologist: Must have 75% of required hours and 2 years documented work experience.
2. Hair Designer: Must have 75% of required hours and 2 years documented work experience.
3. Esthetician: Must have 75% of required hours and 2 years documented work experience.
4. Nail Tech: Must have 75% of required hours and 1 year documented work experience.
5. Instructors: Must have 75% of required hours and 1 year documented work experience.
6. If no work experience applicant must obtain additional hours to equal 100% of required hours.
7. If applicant has required work experience, then applicant must only obtain the number of hours to meet the 75% requirement.

*Adopted 08-06-08*

**C. Federal Disaster States.**

The Board will defer application fees for licensure whose home state is identified by the Federal Government as being in disaster status for ninety (90) days. If the applicant does not pay the fee after ninety (90) days, the matter will be referred to the Professional Licensing Boards administrators for collection of fees.

*Adopted 10-01-08*

**D. Reciprocity Applicants from outside the United States.**

Reciprocity applicants from outside of the United States who have not taken the NIC examination in English, must sit for the Georgia NIC examination.

*Adopted 10-01-08*

**E. Reciprocity Applicants from other states within the United States.**

The Georgia State Board of Cosmetology will not reciprocate with states which allow a translator to be used during the NIC examinations. All cosmetology applicants from states which allow translators to be used during examinations must sit for the Georgia NIC examination.

*Adopted 10-01-08*

**Policy # 3 Examinations.**

- A.** Practical examination candidates are required to wear a lab coat or lab jacket and closed toe shoes when taking the examination. However, candidates may be allowed to take the written portion of the examination without the lab coat or lab jacket and closed toe shoes.

*Adopted 01-11-06*

- B.** Valid/current federal military photo ID cards and valid/current state driver's license with photo or state ID cards from bordering states of Alabama, Florida, Tennessee, South Carolina and North Carolina are acceptable forms of identification for examination candidates with DL Roope.

*Adopted 02-06-08*

- C. Inmates are exempt from providing picture ID at exams; however, correctional officers who are escorting inmates for examination are to provide the ID number for each inmate to enter the examination, effective March 2008.  
*Adopted 02-06-08*
- D. If an applicant has passed the NIC written examination in another state and has never taken the practical examination, the applicant shall take and pass the NIC practical examination in Georgia to be licensed by reciprocity.  
*Adopted 10-01-08*
- E. Cosmetology applicants for all types of licensure will take and pass the NIC written cosmetology examination.  
*Adopted 10-01-08*

#### **Policy #4 Salons.**

- A. The Board voted to instruct Ms. Yawn to inform all Private and State Technical Schools by letter that the Georgia State Board of Cosmetology does not recognize "cosmetology internships." Students who work in a cosmetology salon may observe and shampoo, comb and brush hair only. Students may not provide any other services without a Georgia State Cosmetology apprentice license.  
*Adopted 04-09-03, Amended 01-17-07*
- B. The Board requested access to the electronic data in L2K of all cosmetology salons currently licensed in the State of Georgia and quarterly downloads of all new licenses issued by the Cosmetology Board.  
*Adopted 10-04-06*
- C. Owners must remove the word "Barber" from the salon names and instructed administrative staff to send correspondence to all salons with the term "Barber" in the salon name informing that the word "barber" will be removed from the salon name.  
*Adopted 03-05-08*
- D. Salons containing the words "Brazilian Wax" in their names will not be required to remove the wording.  
*Adopted 05-07-08*

#### **Policy # 5 Continuing Education (CE).**

- A. The Board will accept as proof of continuing education a sworn statement on the renewal form; and, up to ten (10) percent of licenses will be selected for a random audit and will be required to submit documentation to the Board.  
*Adopted 05-07-03*
- B. Licensees who request a waiver of the five-hour continuing education requirement for renewal of license based upon twenty-five (25) years of licensure which includes years licensed in another state must provide certification from that state of the original date of licensure.  
*Adopted 05-07-03*
- C. Continuing education hours may be satisfied by three (3) one (1) hour components of the health and safety curriculum developed by DTAE and two (2) hours of elective courses.  
*Adopted 07-11-07*

#### **Policy # 6 – Transfer of Curriculum Hours.**

The transfer of curriculum hours can be transferred from one course of study to another course of study with Board approval after Board review.

Revised 10-01-08

#### **Policy # 7 – Translator List.**

All translators must be certified or be an approved translator by another state or government entity to be accepted for translation for cosmetology.

*Adopted 10-01-08*

#### **Policy #8 – Signatures for Official Documents.**

It is the policy of the Georgia State Board of Cosmetology to accept all Voluntary Cease and Desist Orders upon receipt in the Board office and authorize the chairperson or his or her designee to execute the Order and to authorize the Orders to be docketed and served. It is the intent of the Board that the Orders will be in effect upon docketing. The Georgia State Board of Cosmetology will ratify the docketed Cease and Desist Orders at its next meeting after the date of docketing and include a list of the approved Orders in the Board minutes.

*Adopted 04-07-08*

#### **Policy #9 – Cosmetology School Libraries.**

The Library for a Cosmetology school shall contain the following resources:

1. Medical Dictionary
2. Book on First Aid
3. Book of Cosmetic Chemistry
4. Book of Esthetics
5. Book on Basic Nutrition
6. Book of Nail Technology
7. Book of Personality and Charm
8. Books of Instructor training and teaching methods for Cosmetology, Esthetician, Nail Tech and Hair Design.
9. Book of Primary Art and Sketching, etc.
10. Book of Business Management

*Adopted 01/14/09*